

## **Appendices to IFF 2004 Assembly Minutes:**

### **Appendix #1: Participants 2004 IFF Assemblies:**

#### MEMBER REPRESENTATIVES:

Associazione Italiana Insegnanti Del Metodo Feldenkrais AIIMF

Sandra Sampietri

Orsetta Simondetti

Feldenkrais France

Annette Orphal

Feldenkrais-Gilde Deutschland e.V.

Helga Bost

Sabina Graf-Pointer

Iris Urbasseck

Feldenkrais Guild of North America

Richard Ehrman

Kathryn Goldman Schuyler

George Krutz

Lester Loops

Lynette Reid

Feldenkrais Verband Oesterreich

Franz Schrammel

Israeli Feldenkrais Qualified Practitioners Association

Ilan Jacobson

Nederlandse Feldenkrais Vereniging

Hannie Kos

Herman Poort

Norsk Forbund for Autoriserte Feldenkraispedagoger  
Mette Ulsteen

Schweizerischer Feldenkrais Verband  
Marianne Lacina  
Ariane Moser  
Ragi Zubler

Svenska Forbundet for Auktoriserade Feldenkraispedagoger  
Lena Brannstrom

The Australian Feldenkrais Guild  
Jenni Evans

The Feldenkrais Guild U.K.  
Leila Malcolm

Australian Training Accreditation Board  
Stephanie Spink

European Training Accreditation Board  
Ned Dwelle  
Daniel Rosenfels

North American Training Accreditation Board  
Alison Rapp

IFF Board Members  
Rob Black  
Rineke Brinkhof  
Daniel Clénin  
Barbara Pieper  
Janie Randerson  
Markus Riesen

Cliff Smyth

ASSEMBLY HOST:

Frances Schorer

ASSEMBLY GUESTS:

Feldenkrais-Gilde Deutschland e.V.

Joerg Cezanne

IFF Academy Coordinator

Carolin Theuring

IFF Academy Committee

Francesca White

IFF Search Committee

Silke Maier Bonardi

Sylvia Weise

North American Training Accreditation Board

Andrea Wiener

OBSERVER:

Feldenkrais-Gilde Deutschland e.V.

Eva Bleicher

VOLUNTEERS:

Nederlandse Feldenkrais Vereniging

Tjitske de Boer

Annemarie Joosten

Kitty Oonk

Victoria Varekamp

Anna Verberne

Caro van Iersel

Charlotte Koning

Barbara Roodnat

Johanna van der Veer

Barbara van Zoest

## **Appendix #2: Search Committee Report**

### **Search Committee Report**

The search Committee was initiated in January 2003. Members of the search committee in 2003/2004 were:

- Ilan Jacobsen (Israel), George Krutz (United States), Silke Maier-Bonardi (France) and Sylvia Weise (Germany).
- Silke agreed to coordinate the committee until this year's assembly.

The search committee being a relatively new committee is still in the process of finding out how such a search committee could function, what is its role in the task of finding potential candidates.

For the positions open in 2004, the search committee contacted potential candidates (as in the previous year). Most of the persons we contacted were not able to present themselves as candidates, often because they are already too busy in their national guilds. But we were successful and are happy to introduce Lynnette Reid as a candidate for the IFF Board of Directors.

We found it difficult to come up with names and had the impression that we only had people in mind that we personally knew or that had already attended IFF Assemblies. This is a rather narrow circle considering the membership of the IFF.

We put together a compilation of ideas how and where to look for possible candidates. In addition we started to reflect on what practical strategies we could develop and also what kind of more profound reflection could be started on the level of the assembly of all members of the IFF to foster the desire and confidence to be part of the IFF Board.

As an outcome of this we started two projects:

We drafted an interview for all board members asking questions about their work, their motivations and their experience. Our intention was to clarify what it means to be part of the board and to gather information that could be used in different ways:

- as a tool of self reflection for the board members
- as part of the initiating process that is planned to be designed for new board members
- as a possibility to look at being part of the board from different perspectives  
considering personal and human aspects;  
this could be used as an addition to the role descriptions

- to give the members of the search committee some insider understanding that they would need when contacting possible candidate :to make something like a cross-section through all answers and use them when talking to people who are interested in being candidate

We asked for example:

“What has attracted you to be member of the BOD and what motivates you to stay longer than one term?”

“How much time do you spend on the job?”

“What kind of expertise is required?”

“What does it mean for you to work with people over such big distances, different languages and cultures? In which way is it demanding?”

What was really striking in the outcome was the enthusiasm with which the board members talk about this experience.

We used some of the answers for our second project: the letter to the national Guild BODs.

“IFF Board members are fortunate to be in contact with representatives from all parts of the professional field, have the opportunity to learn about the practice of the Method in countries other than their own, and maybe discover new ways to understand the Method.”

“Being a member of the BOD you develop yourself: in communication skills, in thinking about the Feldenkrais method, thinking about how we can organise ourselves as a community in a way which is congruent to the method we teach.”

“... it is a privilege and a pleasure to work closely with a group committed to working in a Feldenkrais way.”

“If you look for a real challenge for improvement - for yourself as well as for the growth of the Feldenkrais Method -, if you do not mind to manage a lot of work you have never thought you would be able to perform, however combined with much fun and non-habitual places and actions to discover and new friends to win: run for the IFF Board of Directors!”

We had decided to send out this letter with regard to the consideration we mentioned above: How to let all member bodies of the IFF be part of the search for candidates and thus foster awareness of the need of a process that might cultivate and prepare towards such a commitment.

This wish reflects indeed the need of better communication with the basis.

We sent out the letter with the intention to draw attention to the need of the community to find people for the IFF BOD. We thought that personally contacting the guilds could enhance the awareness of this need and stimulate people to find hidden talents within their community. We did not receive any hints that led to candidates. The answers from the guilds all recognized the need of working in

this direction, which means taking part as a guild in finding or sending appropriate people, but also reflects the impossibility of doing so at the moment. The most cited reason for that was an already minor participation in the national BODs which does not allow sparing people by sending them to the IFFBOD.

We had planned to do a follow up of the letter as we all know that requests like this fall easily into e-mail oblivion... We realized this follow up only to a certain amount and there also was no direct outcome.

We consider that this is no successful way to find candidates, but we think it was still positive as it created some connection from the search committee to the members and thus put the existence of it into the guilds awareness.

The lack of direct success confirms us in our assumption that we need to find strategies and create a process, that help build up a basis of people that are willing and feeling able to contribute in a board. Over more so because this seems to be a problem within many national guilds.

We want to stress that it can not be the responsibility of the search committee alone to find candidates for the BOD. We have to find a way that includes the whole basis.

We also can find out what role the Board of Directors itself can play in this account. The search committee can be the body in charge of coordinating and piloting this.

The following positions are open this assembly:

BOD positions:

- president , 3 years; currently Cliff Smyth
- treasurer, 2 years ; currently Markus Riesen
- 1 director, 3 years; currently Rineke Brinkhof

Positions on Committees:

- financial committee: 1 positions vacant
- search committee:

Thank you.

Cordially,

Silke Bonardi

For the IFF Search Committee

## Appendix #3: Agenda items from Members

### 10.1 Proposal from Australian Feldenkrais Guild

'That a process be established whereby internal inter-Guild access is made available to newsletters and/or member websites to help organizations maintain currency with the progressive ideas and actions that are occurring in the Feldenkrais community around the globe.'

### 10.2. Proposal from The Feldenkrais Guild U.K.

'That the number of Full members in a Guild should be taken into account when calculating the travel pool fees.'

### 10.3 Associazione Italiana Insegnanti del Metodo Feldenkrais Translation of Alexander Yanai into languages other than English

10.4 Feldenkrais-Gilde Deutschland e.V.  
Guild management and cooperation in order to strengthen the situation of the practitioners.

10.5 Feldenkrais Guild of North America  
The North American Guild proposes a discussion on how the IFF and its member organizations can best make use of available resources to enhance communications on IFF activities and increase practitioner involvement in those activities.

10.6 Schweizerischer Feldenkrais Verband  
The reps of the Swiss guild propose, that at the AGM '04 should be discussed the way of communication and the flow of information inside the IFF as well as to the outside (practitioners).

10.7 Svenska Forbundet for Auktoriserade Feldenkraispedagoger  
Protection of the trade mark.

## Background papers to Agenda Items from Members

### **10.1 Proposal from Australian Feldenkrais Guild**

'That a process be established whereby internal inter-Guild access is made available to newsletters and/or member websites to help organizations maintain

currency with the progressive ideas and actions that are occurring in the Feldenkrais community around the globe.'

#### Background:

The ability to stay abreast, more closely, of activities both internal and external can offer vital information toward each Guild's decision making processes. As IFF member guilds, we could support each other more with collegial exchange of information in areas such as promotional articles, research papers, Trademark(service mark) protocols or various membership issues, as they emerge.

For geographically isolated countries such as Australia, it would be considered a valuable resource for the work of its guild. Email facilities and language translation sites/programs make this opportunity a greater possibility.

#### Examples:

1/ It appears that, recently, changes have occurred in membership options for the FGNA. What those changes are and the reasons behind them may be of great significance to other, developing guilds. It is possible they may be addressing membership issues that are either existing in other countries now or that may lay ahead and require preparation for the future.

2/ In 2003, the AFG experienced its first situation where a non practitioner was advertising tuition of the Feldenkrais Method as a major component of their services. This raised many questions regarding where our boundaries best lie in the nature of our response to this and possible future occurrences of the use of our trademark, apart from the legal requirements. Definitions of acceptable and non acceptable use of this trademark need to be determined, for future responses. Reference to other guild's policies or recent experiences would be helpful to this process.

3/ Access to promotional articles being written in other countries, including samples or summaries of 'scientific research' would be a valuable resource from which local material can be based. Copyright of such items may need to be identified for acknowledgement or otherwise.

4/ Our guild is currently exploring the requirements for establishing Certified Feldenkrais Practitioners to be recognised by our government as "industry professionals". Countries may have differing requirements, but it is a task that would be greatly enhanced by knowledge of similar explorations or achievements elsewhere.

### **10.2 Proposal from Feldenkrais U.K**

'That the number of Full members in a Guild should be taken into account when calculating the travel pool fees.'

As for other Guilds being a member of the IFF and sending a representative to the meetings takes a significant part of our income and our membership fees. Although we can send 2 representatives to the Assembly we do not do so for

financial reasons. And one year we did not send anyone – not through lack of interest or support for the IFF, but we had insufficient resources to do so.

UK Guild members have raised questions for several years about how much of our budget goes to IFF membership and attending the Assembly. Again at our 2003 AGM our members were concerned at the cost of sending a representative to the Assembly and in particular the amount we contribute to the travel fund. We are certainly in agreement with the idea of having a travel fund and sharing out the cost but our Guild members find the present arrangement puts a heavier burden on practitioners in the smaller Guilds.

With the present arrangement the amount for fares and the contribution to the travel fund is the same for each Guild. Looking at this from the point of view of the cost for each Full Guild member, the amount is considerably higher for members in small guilds than for the Guilds with a large membership. As an example, last year the travel costs of sending our representative was approximately €10 for each Full member of our Guild. We are interested in knowing how this compares to other Guilds.

We propose that the contribution for each Guild – to or from the Travel Fund – is directly related to the number of Full members in that Guild.

The total travel costs of all the Guild representatives participating in the Travel fund will be divided by the total number of Full members in all these Guilds. Each participating Guild would contribute this amount for each of their Full members minus the Travel cost of their own representative.

### **10.3 Associazione Italiana Insegnanti del Metodo Feldenkrais**

Translation of Alexander Yanai into languages other than English

The Italian Guild, A.I.I.M.F. (Associazione Italiana Insegnanti del Metodo Feldenkrais) would like to address to the IFF a request of information regarding the state of Alexander Yanai translations into languages other than English. We had a communication from IFF about agreements that were going to be made with the German Guild and we were told that after that we would have been able to come to an agreement regarding Italy.

The Italian Guild would like to inform the IFF board that many associates in Italy are very interested and insist with the Guild for an Italian translation of the Alexander Yanai books.

There is also the case of one associate who would like to put Alexander Yanai lessons on Audio CDs and asked the AIIMF for the permission to do that.

The Italian Guild would like to know what is the answer from IFF and would like to point out that as the IFF is composed by National Guilds, it would seem quite

natural that also the conditions asked by IFF for an eventual official translation of Alexander Yanai lessons into Italian, be friendly and supportive.

The financial effort for the Italian guild to support a translation done on a good level, is already very conspicuous.

The Italian practitioners who will be interested in buying this work will not be enough even to finance the cost for the translation.

#### **10.4 Feldenkrais-Gilde Deutschland e.V.**

How to improve guild management and cooperation in order to strengthen the situation of the practitioners?

Against the background of a growing community and hence following complexity of our tasks as an organisation that has to represent the interests of its members, we came to realize that we have to find new ways to deal with the multiple challenges we are facing nowadays.

Our mere size and the growing representation of the Feldenkrais-Method in the public (in a recent survey we found that per week more than 2000 ATM-lessons and per year more than 68.000 FI-lessons are given in Germany) shows that we have changed from a more or less marginal appearance in public opinion to a well noticed movement. It is one of the important roles of the Guild to represent its members in the big public and besides to protect their interests. But the question is whether we are already well enough equipped for this highly demanding and responsible task. How can we raise public interest in the method in order to create new opportunities for our members? What kind of quality management do practitioners and their organizations need? Do we need recognition by the state for our trainings? Are guild able to influence the financial, legal and social situation of its members? And also: do we have the means to exchange experiences one guild has effectively with others? What do we need to become able to learn from each other?

Being well trained to organise movement in a more efficient and satisfying way, we have now to train ourselves to organize organizations in a more efficient and satisfying way. What could this mean?

We have to find answers to questions such as:

Can we convey insights from one realm to another? What kind of process will this development require? How can we get started, what tools might be helpful in the present state for an organization like ours?

What is our common basis and how many variations would we as an organization tolerate? How can we combine the need for integration and at the same time differentiation in an international organization?

Some of us are now faced with the necessity to form an alliance with other methods like Alexander Technique, Eutonie, Shiatsu and so on, to gain more political weight. This process challenges us to recollect again what is specifically Feldenkrais, what is unique and where we can find communalities. What is our core that we would never sacrifice and where can we make necessary social adaptations?

Although the IFF-members vary significantly in their sizes and their social environment, we would think that many of them are facing similar questions and challenges. We believe that not every Guild needs to invent the wheel anew, but that an international platform would provide an opportunity not only to share ideas, but also to gain support in developing strategies to encounter the different needs.

There are already experts who deal with these issues. So why not invite such an expert to coach our learning process?

### **10.5 Feldenkrais Guild of North America**

The North American Guild proposes a discussion on how the IFF and its member organizations can best make use of available resources to enhance communications on IFF activities and increase practitioner involvement in those activities.

Background: The switch to electronic distribution and the increased dependency on member Guilds to distribute IFF communications may be causing a “disconnect” between the practitioner members of IFF organizations and the IFF. Is this a real problem? And if so how can the IFF and its members distribute information in ways that not only insure that the material is viewed but also create a presence that is identified with the IFF?

FGNA representative, Lynette Reid observes:

*“My perception is that shortly after I began my training 6 years ago, two fantastic issues of the IFF Newsletter arrived at my door, full of terrific articles and the sense that people were putting wonderful work into significant issues. One of them contained the address of the IFF Practitioners website, a website that, again speaking from the trenches, is very hard to find: the main IFF website has no link to it, and it sometimes appears deep in the text of an IFF Assembly report. The hidden character of this info is apparent when the discussion on Feldyforum turns to AY, to ordering it, and to the on-line version of its table of contents.*

*My in-the-trenches perception was that the IFF almost vanished after that, with news from the IFF taking the form of much briefer annual reports in In Touch. The 2003 In Touch did a good job of presenting the IFF report in length and on the front page.*

*From talking to local practitioners in the last few months, I find there is very little*

*awareness of what the IFF is and what it is doing. I know of perhaps two people (counting me) in the local community who have even the vaguest notion of the existence of the IFF Academy, and of the GME website. The mention in centennial materials of PRISMA workshops is a puzzle to people here. People have been doing a lot of good work on these things, and communicating that information seems not to be the strongest link in the chain at the moment.*

*I recognize that the print newsletter was financially undesirable. I think the time has come for the IFF to put more energy into its electronic dissemination of information. This might mean addressing issues of translation. (I am frequently in touch with members of the AMMEF, having done my training in Mexico, and I don't think—though I would need to confirm this—that anything has come through from the IFF to their members.) It also means, I think, looking at how people access information, how to catch their attention—reminders of the IFF's existence and projects at some frequency, more often than once a year, with a balance of detailed information and short, attention-catching reminders of projects and where to find info on the web. We may need to look at what info we want to have available to members. These are just suggestions; working out details will come down the road."*

FGNA sees this as an important topic in the organizational development theme of this year's assembly. All of us depend on the support of our member practitioners. This support relies on recognition of "value added" by the members of our guilds and associations. This is not only related to IFF but also to its member organizations. Our efforts can only be useful if they are recognized and supported by our members. FGNA would welcome the opportunity to share with other members what they are doing in this area.

### **10.6 Schweizerischer Feldenkrais Verband**

The reps of the Swiss guild propose, that at the AGM '04 should be discussed

the way of communication and the flow of information inside the IFF as well as to the outside (practitioners).

It is our request that the discussion takes place in a plenary session, with all reps present (e.g. through an exchange of experience: what are the advantages, the disadvantages of the current system, which difficulties occurred, how often was the GME used by the reps etc.).

We wish to discuss this, because independent of each other we came across problems, which sometimes even could not be solved by the rep who has been at the GME workshop (e.g. not being able to find the desired information, not finding one's way on the website...).

Together with technical difficulties (slow lines, involuntary broken connection) this led to a certain frustration and a tendency of not

using the GME.

In addition we got the impression, that the exchange in the working groups through the GME took place only in a limited way - how else did the exchange then happen? Did others meet the same difficulties that we had?

But it also seems that the flow of information from the groups to the other reps is not solved, especially if the exchange should take place before the next GME (as would have been desirable e.g. in the case of the centennial).

Furthermore we would in this context be interested to know what happened to the in 2002 set up working group 'information bureau' - was it dissolved in favor of the GME?

We acknowledge the huge work that was and is done around the GME - but maybe something less sophisticated would be more fool-proof; maybe it would be easier for the guilds/reps to follow the process of communication/information if it would be slower? Or how much technical knowledge and a how fully developed infrastructure is precondition for a rep in the IFF? This in a situation, where at least in Switzerland it is not too easy to find reps...

### **10.7 Svenska Forbundet for Auktoriserade Feldenkraispedagoger** Protection of the trade mark.

In Sweden there are some Feldenkrais practitioners who give workshops to physiotherapists, weekends, and sometimes week courses or more in the Feldenkrais method. After the course they go home and work with what they now call the Feldenkrais method.

Our BOD objects to this and claim that Feldenkrais is a Reg trademark and thus protected. Now there is one practitioner/physio and also a mentor in FI (Larry Goldfarb) who writes in the magazine for physios protesting against the trademark. "Knowledge should NOT be protected by the trademark" is the headline of this article. Are there other Guilds with similar problems?

## Appendix #4: Report from Academy Day, May 2003

### The Academy Day at the Annual General Assembly 2003

Dear colleagues,

This year, for the first time, embedded in the General Annual Meeting, an IFF Academy Day took place. It allowed to present most of the ongoing Academy activities, as well to the representatives of our member organisations as to interested practitioners, joining that day.

On behalf of the whole Board of Directors, we, the Academy Day committee, would like to inform you about some of the results of this day. We would like to thank the participants for their enthusiasm and commitment that made this one day conference such a success. We got many very positive feedbacks and we all learned more on how to transfer the IFF Academy model into practice and make it alive:

The Academy Day was an International one indeed: 22 facilitators from 10 countries offered a range of eight workshops, embedded into an opening and closure of the day: It became obvious how the single events were integrated into an overall process of emerging quality of the Method's application and competencies of Feldenkrais practitioners. As characteristic of the IFF Academy participants could experience and enjoy the embodiment of the Academy's "essentials" within each activity: (1) Teamwork of Workshop facilitators, (2) the "open source" character of the workshops, (3) its evaluation and (4) networking. You will have access to these evaluations on the IFF Academy website very soon (<http://www.feldenkrais-method.org/iff/academy/index.htm>)

At the end of the Academy day, during the presentation of the workshop's outcome ("market-place"), each group came up with a statement about the future of its activity. The question was: "**Imagine** we would already be a year ahead: how would you like to offer your idea(s) as an Academy Day activity?" Below you find the given statements. If you wish to be informed or are interested to get involved in one of these Academy activities and projects, please contact the respective facilitator/contact person or address the IFF Academy committee:

- Collect ways of giving **feedback: style, format, focus**, etc.  
Make it available for LAF (Local Academy Feet) designing processes  
Contact person for this is Richard Ehrman ([rehрман@berklee.edu](mailto:rehрман@berklee.edu))
- We would ask Ilana, Maja and Leila to give us another wonderful present, and this time everyone would do it. (Further LAF "Air" activities: Minimizing Effort and Maximizing Awareness - **Air as a Bridge for Communicating with the Nervous System**)

Contact persons:, Leila Malcolm ([leila.malcolm@virgin.net](mailto:leila.malcolm@virgin.net)), Ilana Nevill ([TimNevill@compuserve.com](mailto:TimNevill@compuserve.com)), Maja van Niekerk ([majavanniekerk@hotmail.com](mailto:majavanniekerk@hotmail.com)).

- Idea 1: To invite and motivate practitioners to join **reflective (LAF) learning activities**  
Idea 2: Doing activities, **increase speed of learning**  
Use **Role play**: at Local regional meetings (Feel how it is to be different parts of our community)  
Plan: Workshop structure (1<sup>st</sup> approx) for exploring needs for ongoing learning and **how to step towards being a LAF**.  
Contact persons: Jutta Kojalek ([jutta.kojalek@aon.at](mailto:jutta.kojalek@aon.at)) and Janie Randerson ([janie.r@xtra.co.nz](mailto:janie.r@xtra.co.nz))
- To hold introductory workshops for IFF reps, guild board members, academy activists to **GME/IFF website**  
Contact persons: Rob Black ([rblack@somaticjourneys.com](mailto:rblack@somaticjourneys.com)), Joerg Cezanne ([joerg.cezanne@feldenkrais.de](mailto:joerg.cezanne@feldenkrais.de)) and Andrea Wiener ([AndreaWW@aol.com](mailto:AndreaWW@aol.com))
- Design and offer an IFF Academy workshop to explore and understand the significance of **scientific thinking/models in the Feldenkrais Method** and its practice and vice versa (the relevance of its practice for scientific approaches), including a subgroup about language".  
Contact Persons: Daniel Clénin ([danielclenin@access.ch](mailto:danielclenin@access.ch)), Barbara Pieper ([BarbPieper@gmx.de](mailto:BarbPieper@gmx.de)) and Werner Schacker ([Schackinger@t-online.de](mailto:Schackinger@t-online.de)) (for Feldenkrais and Science) and Uta Ruge (for subgroup language) ([utaruge@vobis.net](mailto:utaruge@vobis.net)).
- The model of a **reflecting team** has already been trialed in 4 countries and as such is already an open source project.  
Practitioners could take from this model, what felt useful and adapt it in any way according to their own style of working.  
(Supervision team)  
Contact persons: Sylvia Weise ([Mail@SylviaWeise.de](mailto:Mail@SylviaWeise.de)) and Francesca White ([panchita@ozemail.com.au](mailto:panchita@ozemail.com.au))
- **Competencies**: doing more workshops and reflecting the workshops (Competency Hand)  
Contact persons: Rob Black ([rblack@somaticjourneys.com](mailto:rblack@somaticjourneys.com)), Rineke Brinkhof ([r.brinkhof@hetnet.nl](mailto:r.brinkhof@hetnet.nl)), Markus Riesen ([mriesen@access.ch](mailto:mriesen@access.ch)),

Cliff Smyth ([iffpres@qwest.net](mailto:iffpres@qwest.net))

- LAF “Michael”: **more examples** to listen to (experience). **More sharing** of experience. **More information from other professional fields** related to case Michael.  
(Michael: a case of incomplete paraplegia. Gaining insights into the way the nervous system is processing information – documentation over 10 years, video).  
Contact person: Helga Bost ([Helga.Bost@t-online.de](mailto:Helga.Bost@t-online.de)) and Rotraud Kühn ([Rotraud.Kuehn@t-online.de](mailto:Rotraud.Kuehn@t-online.de))
- Develop an “appetizer” **PRISMA Workshop**.  
Contact persons: Silke Bonardi ([silke.bonardi@free.fr](mailto:silke.bonardi@free.fr)) and Kirsten Jacobs ([kim@kimjacobs.de](mailto:kim@kimjacobs.de))
- Further exploring **the professional field** issue, including the question, what would happen, if we were not a profession.  
Contact persons: Uta Ruge ([utaruge@vobis.net](mailto:utaruge@vobis.net)) and George Krutz ([gkrutz@ameritech.net](mailto:gkrutz@ameritech.net))

In addition the Academy Day was documented by video. A group of Dutch practitioners together with a Film expert will work on this documentation and provide it for the public.

Contact: Marlies Hanebrink ([marlieshanebrink@hotmail.com](mailto:marlieshanebrink@hotmail.com))

Personally we were very pleased about the Academy Day. As this conference format took place for the first time, we were excited how it would work. Now the outcome will further initiate the broadening of the IFF Academy and lead to follow up Academy Days – an ongoing process of organic learning among Feldenkrais practitioners worldwide.

IFF Academy Day committee

Rineke Brinkhof ([r.brinkhof@hetnet.nl](mailto:r.brinkhof@hetnet.nl)), Daniel Clénin ([danielclenin@access.ch](mailto:danielclenin@access.ch)),  
Barbara Pieper ([BarbPieper@gmx.de](mailto:BarbPieper@gmx.de))

August 2003

For any information related to the Academy in general, please contact a member of the IFF Academy Committee.

**Appendix #5: Competency Report – see Update # 2004 13: The Competency Profile Project. [www.feldenkrais-method.org/iff/academy](http://www.feldenkrais-method.org/iff/academy)**

## **Appendix #6: Proposed Changes to Statutes and Internal Regulations**

**We have consulted with our French Lawyer regarding all the following proposals and he has confirmed that they are all congruent with current French legislation.**

### **1. Proposed changes to Statute Articles 13 and 16 and Internal Regulation 9 (Provision for appointment of Treasurer)**

**These changes will allow the appointment of a Treasurer which the growth of the organisation may need in future. At present we are employing a bookkeeper to do all the administrative tasks however clearly the organisation will benefit from strategic financial management skills which may or may not be available within our own community on a volunteer basis.**

#### **Article 13 Board of Directors**

The IFF is administered by a Board of Directors.

The Directors of the Board are individuals elected at the Annual General Assembly from the Full Members of the IFF, with the exception that one of the directors may be from an Associate Member group *and the exception that the Treasurer may be any person, whether a member of a member organisation or not, with appropriate financial management skills and ethical probity suitable to carry out the responsibilities of the office of Treasurer.*

The number of Directors of the Board is between six and twelve and this is fixed by decision at the Annual General Assembly.

The term of office of the Directors of the Board is 3 years and one third of the Board of Directors is renewed annually. The mandate of the Director standing down is renewable.

The Annual General Assembly elects a President, Vice President, Treasurer, Secretary, and Directors, as well as substitutes.

Should a vacancy occur in the office of President, the Vice President fills the post until the following Annual General Assembly.

Should a vacancy occur in the office of Vice President, Treasurer, or Secretary, the Board elects a replacement from the current Director or elected substitutes, to serve until the following Annual General Assembly . *Where there is a vacancy in the position of Treasurer, the Board of Directors may also appoint a person to the position of Treasurer for a period of up to 3 years. The Board of Directors must present such an appointment to the position of Treasurer to the next Annual General Assembly for ratification.*

Should a vacancy occur in a Director position, the first substitute fills, by right, the post of the departing Director until the following Annual General Assembly.

The appointed officer or substitute will proceed to a re-election in order to fill the vacant administrative post and this will hold good until the expiry of the mandate of the outgoing Director.

Voting by proxy and voting by correspondence are admissible.

The Board of Directors may delegate in accordance with its needs, powers and duties.

Voting for candidates for Director, Committee and Substitute positions is determined in the Internal Regulations.

## **Article 16 Re-imbusement and Remuneration for Board of Directors**

Directors are not to receive remuneration in connection with the duties entrusted to them.

Reimbursement of expenses is possible, on presentation of proof and with the agreement of the Board of Directors.

Payment of officers and directors, where approved by the Financial Committee (as defined in the Internal Regulations), is permissible for contributions to special projects of the IFF that are outside their duties specific to the individual organisational roles described in the Statutes (see Article 14).

*Payment of officers for duties within their organisational roles, as allowed under French law, may also be authorised by the Finance Committee, and will be approved at the following General Assembly.*

## **Internal Regulation 9**

9.6 In addition to election of a President, Secretary and *election or appointment of a* Treasurer, as required by the IFF *Statutes*, a Vice-President shall also be elected for a three year term, to take over from the President, until the next Annual General Assembly, should the President be unable to continue in office. The Board of Directors will elect from among all Board members and the three substitutes replacement in Vice President, Treasurer, and Secretary positions. Vacancies in Director positions are filled in order, by the first substitute, then second, etc.

9.9 At each Annual General Assembly three (3) substitutes shall be elected, if qualified candidates are nominated, to be called to serve on the Board of Directors to fill vacancies on the Board which occur between Annual General Assemblies. The Board of Directors will elect from among all Board members and the three substitutes replacement in Vice President and Secretary positions, *and election or appointment to the Treasurer position*. Vacancies in Director positions are filled in order, by the first substitute, then second, etc. At the following Annual General Assembly, an election shall be held to fill each such vacancy, for the remainder of its original term.

## **2. Proposed changes to Statute Article 15 ( Signing of Minutes)**

**In an increasingly electronic age, it is no longer feasible to be sending large amounts of paper around the world for signing.**

## **Article 15 Meetings of the Board of Directors**

The Board of Directors meets when convened by the President or by at least three of its Directors.

A third of the Directors of the Board must be present for resolutions to be valid.

Votes are carried by majority decision, the President or his Deputy having the casting vote, when there is an equal division of opinion.

Meetings by telephone or other media without physical presence are deemed valid.

Internal Regulations determine the methods for voting.

Minutes of meetings of the Board of Directors must be kept *and archived. A statement verifying they are a true and correct record will be signed by the President and Secretary each year.* Paid employees of the IFF may be called upon by the President to attend, in a consultative capacity, the meetings of the Annual General Assembly and the Board of Directors.

### **3. Proposed changes to Internal Regulations 5.3, 6.2, 9.2, ( Substitute Directors)**

**It has been suggested that we remove the necessity to elect a substitute each year for the Associate member Director position as it is not a mandate that a Director position be filled by a member from a Associate member group, just a possibility. If a member from an Associate member group is elected as a substitute they would only enter the Board if they were to be the only Director member from an Associate member group.**

5.3 Election to an official position shall be by one vote only from each full member group and one vote by each member of the Board of Directors.

6.2 On general issues, every official representative of a full member group shall have a vote, also the President and other members of the Board of Directors.

9.2 One full member of an Associate member group may hold one of the director seats on the Board of Directors, to be nominated and elected by the Annual General Assembly for three-year term, with full voting rights both on the Board and in the decisions of the Assembly.

### **4. Proposed change to Internal Regulation 9.10 ( Public Officer)**

**This position is a liaison position only with the French legislation and possible translation needs. We do not feel it needs to be an elected position.**

9.10 *The IFF Board of Directors shall appoint a Public Officer for a period of three years. This appointment shall be presented for ratification to the next Annual General Assembly.* The Public Officer will have the role of ensuring all necessary documents are submitted to the French authorities and be the legal contact person for the Association.

9.11 The Public Officer may attend meetings of the Board of Directors or the Annual General Assembly at either his/her own request, or on request of the Board of Directors or the Annual General Assembly. The Public Officer will have no vote in meetings of the Board of Directors or Annual General Assembly.

### **5. Proposed changes to Internal Regulation 11.7**

**These changes are proposed to clarify the aim, status, roles and functions of the Finance Committee.**

11.7.1 Finance Committee: ~~At least 3 members (IFF Treasurer, Sub-Treasurers as appointed, plus two elected members who are not also directors).~~ 5 members: IFF Treasurer, 1 Member appointed by the Board of Directors (for example, Sub-Treasurer, Board member or Representative of a Member organisation) and three members elected by the Assembly. The roles of the Finance Committee are set out in Appendix 1 of these Regulations.

### **IFF Internal Regulations: Appendix 1: Finance Committee**

**Aim:** The Finance Committee's overall goal is to ensure that the IFF has the financial resources to achieve the IFF's goals.

**Status:** The Finance Committee is an IFF Standing Committee, as provided for in the Internal Regulations

#### **Roles:**

As specified in the Statutes of the IFF, the Treasurer, President and Board have overall responsibility for the financial management of the finances and should usually manage the finances.

The role of the Finance Committee is to support the financial decision making processes of the IFF.

The members of the Finance Committee elected by the Assembly shall be asked to report to the Assembly on the financial status of the organisation.

The Treasurer shall have a casting vote in the case of an evenly divided vote on the Finance Committee.

#### **Functions:**

To meet during the year, and before or during the Annual General Assembly, to assist the Treasurer in the preparation of the annual budget, recommending fees, review documents, review the annual expense statement, etc.

Members of the Finance Committee shall meet to decide on Fee Relief applications as they are received and report to the next Assembly on any such applications

Authorise payment for Directors where the payment is for services outside their role as a Director, as provided for in 12.7 of the IFF Internal Regulations. Report to the next Assembly about such payments.

Authorise payment for Directors where the payment is for services within their role as a Director, as provided for in 12.7 of the IFF Internal Regulations. Report such payments to the next Assembly for approval.

Where, on a vote of the Assembly, a Treasurer is to be appointed, to advise the Board on deciding the level of reimbursement of an appointed Treasurer

Provide input into changes to the Financial Protocol proposed by the Board or Treasurer

Make suggestions and provide feedback to the Treasurer and Board on any aspect of the finances and financial situations that arise during the year

Where, on a vote of the Assembly, a Treasurer is to be appointed, the Finance Committee will assist the Board in the locating and selection of a suitable Treasurer

Assist the Search Committee and Board in recruiting the Treasurer and members of the Finance Committee.

## **6. Proposed changes Internal Regulation 12.7 (Reimbursement of Directors)**

**( Made for congruency with Article 16 of IFF Statutes)**

12.7 Payment of Directors for services outside their organisational roles as described in the Statutes will be approved only by a majority of *two thirds of the Finance Committee, who shall then report any such authorisation of payments to the next Annual General Assembly.*

~~Details of any payment, including maximums shall be set out in a financial protocol.~~

*Payment of officers for duties within their organisational roles, as allowed under French law, may also be authorised by two thirds of the Finance Committee who shall then report any such authorisation of payments for approval by the following General Assembly.*

*Details of current maximum payments allowable under French law shall be set out in the IFF Financial Protocol.*

## **7. Proposed changes to Regulation 14 ( Cessation of Membership)**

**Article 7 of the IFF Statutes uses the word 'may' and the IR seems to mandate it.**

### **Regulation 14 Non-Payment of Fees**

The representative/s of a member group that has not paid its fees for the current financial year (1 January to 31 December) may receive documents and attend the Annual General Assembly as non-voting guests on the first occasion, but *may* thereafter lose membership and the right to attend meetings.

## **Appendix #7: Expense and Income Report IFF Non-Profit**

## **Appendix # 8: Report on Educational Materials and the Distribution Centre:**

### **Report on the IFF Educational Materials Program and IFF Distribution Center Inc**

IFF Assembly, Soesterberg, Netherlands, May 2004

This has been a very productive year for the IFF's Educational Material Program.

#### **Aims**

The Board adopted Aims for the program at the Board Meeting before this Assembly and they are attached here for your information.

#### **Materials Committee**

This year we had a functioning Materials Committee made up of Richard Ehrman, Ilan Jacobson and Cliff Smyth.

This group was involved in:

- Becoming informed about the IFF's Educational Materials program
- Developing aims for the IFF's Educational Materials program for the Board
- Project planning for possible new products, including identifying possible new products, researching what would be required to bring them into production, etc. We hope to be able to announce new materials for publication in the coming months.
- Discussing and researching publication of materials in digital formats, including advising the Board on these issues
- Devised a simple marketing survey to find out about the kinds of products people are interested in: this will be run shortly after the Assembly
- Reviewing the legal structure and documents of the IFF Distribution Centre Inc and making recommendations to the Board about the functions and structure of a Board for the IFF DC.

#### **Administration**

We took a long time last year reviewing our contracts with the FGNA for administrative services. It had become apparent that most of the work being done at the Portland office for the IFF was for the materials projects and the Distribution Center. We reduced the two contracts (between the IFF non-profit and the FGNA and between the IFF DC and the FGNA) to just one contract between the IFF DC and FGNA. In the process we realized it would be simpler and more efficient if the IFF DC's half-time Operations Manager (Penny McCornack) became a direct employee of the IFF. So our contracts with the FGNA now provide mostly for rental for office space, storage and equipment, with

additional services for the non-profit or the DC being billed separately. Thanks to Penny McCornack and Barbara Greenfield for all their work on this.

We also engaged a new part-time Distribution Specialist, Jillian Olsen, who does the actual shipping of orders. She also has a range of graphic design and multimedia skills we can apply to our materials production and Archive projects.

We reviewed the Operations Manager's Position Description, and Penny is now taking more responsibility for many aspects of our operations, including bookkeeping, higher level project management and overseeing the Distribution Specialist position. We thank her for all her excellent work for us this last year.

## **Sales**

Our sales have been steady this year and within expectations – especially given that we have had no new product for sale. The Alexander Yanai volumes, have continued to sell steadily. Guilds have continued to purchase the Amherst Training tape sets for their libraries. We could use more sales, and we are hoping that with Alexander Yanai 11 and new products we will increase sales in the new year.

## **Pricing**

We have dropped the surcharge for non-guild members. This was only netting us a small amount in each year, we had no way of ensuring that the self-reported membership was accurate (because of the small amount earned, one could guess that it was not), and it just added to the complexity of our ordering forms and process. We also eliminated the student/trainee discounts. Many practitioners had questioned these over the years. Again, we suspect that it was abused (in one case an assistant trainer indicated that they were a trainee! – hopefully by accident). Instead we have made the volume or bulk discounts more available – encouraging co-operative practitioners, guild members and trainees to save in this way – and hopefully increasing our sales in the process.

## **Finances**

We changed our financial year from April to March to January to December to give us more time to prepare our taxes and reports in advance of the Assembly meetings. We made an operating loss for the year, but this means that we did not have to pay taxes, and more than that we will receive a substantial tax return. Costs were increased due to increased administrative expenses, especially to do with reconciling outstanding amounts owed in our contracts with the FGNA and the IFF DC talking over a more realistic proportion of the administrative costs as a result of the contract review. We ended the year with a significant positive cash flow that should allow for continued operation and investment in new product in 2004.

## **Marketing**

Our major initiative for this year had been the creation of a new website just for the IFF Distribution Center for information and sales of materials ([www.iffmaterials.com](http://www.iffmaterials.com)). It is a good-looking site with new features, including a secure order form that now calculates the costs of the purchase. It has many features, including our sales policies, copyright information, etc. Soon to be available for download are some previous publications we used to sell, including old IFF Journals and the Continuous Learning booklet. Penny McCornack managed this project for us.

### **Products and Projects**

Recently published were:

- Alexander Yanai Volume 11 – bringing up to 550 the number of the lessons translated from Hebrew and published in English
  
- Weeks 3 and 4 of Year 2 of the Transcript of the Amherst training

For this project, we will be returning the unfulfilled portion of the subscription taken out by a number of trainers and assistants. These subscriptions had become a tax liability and we could not in good conscience hold on the these subscribers' money any longer. Our sincere apologies for the very long delay in this project. The project is continuing, and indeed parts of week 6 are currently being proof-read.

We are now reviewing the outstanding transcript projects – exploring new options as to how they could be done more quickly and efficiently (and more comfortably! We are thinking about new models of work that may help get the stuck and delayed transcript projects moving. As we noted before, we hope to have new products, possibly in new formats, in the future.

### **Materials in languages other than English**

In order to make materials available in languages other than English, the IFF has arranged with the German Guild to assess and possibly publish some Moshe Feldenkrais materials – video, audio, print – in German. In exchange the German guild has had the materials digitized for the Archive. We are also discussing with the German Guild for them to be the translator and publisher of Alexander Yanai in German.

This is one of our new strategic partnerships to get more material available sooner. We hope there will be more in the future.

We would like to support more projects for publishing or translating materials into other languages. We hope there will be some discussion of your ideas at this Assembly

### **IFF Distribution Center Inc Board**

Until the May 2004 General Meeting of the IFF Distribution Center Inc Board, before this Assembly, the membership of this Board of the IFF Distribution Center Inc Board was the same as the non-profit Board. At this IFF Distribution Center Inc Board meeting it was decided to elect a Board of 3 members. In preparing this idea of having a separate Board for our subsidiary, we consulted with our French associations lawyer (M. Noël Raimon) and our corporate lawyer for the DC (Mr James Jordan). They both recommended creating a small board with clear lines of accountability.

The main idea is to reduce the workload for the non-profit Board, making it easier to recruit for the non-profit Board and for the non-profit Board to function. Also to have:

- a small Board
- a Board specializing in the materials publishing and distribution function
- a Board working more in the way of a business model.

The main roles of the DC Board is to the IFF's publishing business, involving:

- Decision making regarding which materials to publish (including appropriate advice)
- Reporting to the non-profit (shareholder) Board on a regular basis
- Monitoring the operations and finances of the DC
- Management of DC staff.

This Board will be accountable to the non-profit (shareholder) Board

- send monthly financial reports to the Treasurer of the shareholder Board
- send a quarterly activities report to the shareholder Board
- meet at least twice per year with the shareholder Board
- report any exceptional circumstances to the shareholder Board.

The following Members of the Board were elected:

Chair: Cliff Smyth

Treasurer: Richard Ehrman

Ordinary Member: Ilan Jacobson.

### **Your continuing help**

We were aghast to hear this year that a guild general meeting practitioners said that they didn't know that it was illegal to copy the Alexander Yanai material – this with the copyright notice on every page! Please explain to you members again that they should not copy the IFF materials: it is illegal, it undermines our ability to pay for the materials to be produced – and our ability to invest in even more materials. There will be an additional reason when we start to sell the materials that have come from the IFF Archive – 5 to 10% of royalties will be paid back to the Archive to invest in preserving more of Moshe's heritage!

For our part, we are actively trying to get more materials available and sincerely looking at new formats.

### **Thanks**

As always our thanks go first to Michél Silice-Feldenkrais and his family for making these materials available for our professional community.

To all the volunteers involved: the Materials Committee: Richard Erhman, Ilan Jacobson and Cliff Smyth; and the IFF Board, particularly to Rob Black for his work on the Alexander Yanai project and Markus Riesen for this work on the project for the translation of Alexander Yanai into German.

Thanks also to our contract workers – Ellen Soloway who has worked at a very high level editing all 550 Alexander Yanai lessons published so far, including working closely with both translators and co-ordinating her team of volunteer proof-readers. Thanks also to Jeremy Kraus for his quality translations of Volumes 5 to 11. Also, Bonnie Humiston has now been able to greatly speed up production of the Amherst transcript, and with the assistance of Arlyn Zones checking the material, is producing very accurate material in a voluminous project.

Cliff Smyth for the IFF Board of Directors and the IFF Materials Committee, May 2004.

## **Appendix #9: AIMS FOR THE IFF'S EDUCATIONAL MATERIALS PROGRAM**

### **AIMS FOR THE IFF'S EDUCATIONAL MATERIALS PROGRAM**

Adopted by the IFF Board of Directors, May 2004

#### **Mission**

The Mission of the IFF Educational Materials program is to:

- act as a steward for educational and historical materials created by and about Moshe Feldenkrais, his works and teaching, along with other significant materials relating to the Feldenkrais Method

#### **Purposes**

To:

- support the development of the professional field of the Feldenkrais Method and contribute to the quality of the practice of the Feldenkrais Method through access to these core materials
- to build support for the IFF and to support Guilds/Associations in their activities and goals
- collect, archive and preserve original teaching and historical materials by and about Moshe Feldenkrais, along with other significant materials relating to the Feldenkrais Method
- give practitioners access to Moshe Feldenkrais' core teachings to the public and in training programs
- produce accurate translations and transcripts of Moshe Feldenkrais' teaching
- support scholarship into Moshe Feldenkrais' teaching and works.

### **Means**

To achieve these ends, the IFF engage in:

- collection, protection, archiving, editing, translation, publishing and distribution of materials
- fund raising from sales, subscriptions, donations and grants
- where possible, selling materials to Feldenkrais practitioners on a low-cost basis
- maintenance of an organisational structures to support archiving, publishing and distribution
- seek advice on the educational, historical and technical aspects of the program
- enter into partnerships with responsible and appropriate people, organisations and institutions to achieve these aims.

### **Appendix#10: IFF Distribution Centre Finances**

IFF/DC  
3611 SW Hood Ave., Suite 100  
Portland, OR 97201

## Profit & Loss Statement

4/1/03 through 12/31/03

5/12/04  
6:43:22 PM

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Income	
Invoiced Sales	
AY Volumes	\$66,015.00
FI Videos	\$3,280.00
Yaron Videos	\$560.00
Publications	\$2,230.00
Training Videos	\$5,204.00
Sales - Other	\$3,017.50
Total Invoiced Sales	<u>\$80,306.50</u>
Invoiced Shipping	\$6,569.34
15% Non-Member Charge	\$460.45
Sales Discounts	(\$7,375.00)
Refunds and Adjustments	\$332.00
Total Income	<u>\$80,293.29</u>
Cost Of Sales	
Printing & Production	\$470.79
Costs of Goods Sold	\$15,363.59
Materials Development	\$24,228.91
Royalties	\$82.90
Purchases - Other	\$1,424.40
Inventory Change	\$1,681.29
Complimentary Distribution	\$601.21
Shipping Cost	\$7,915.58
Shipping Materials	\$306.41
Purchase Returns & Allowances	\$276.34
Total Cost Of Sales	<u>\$52,351.42</u>
Gross Profit	<u>\$27,941.87</u>
Expenses	
Professional Services	
Accounting Fees	\$1,092.50
Bad Debt Expense	\$340.00
Legal Fees	\$3,594.62
Merchant Services/Bank Charges	\$2,449.81
Total Professional Services	<u>\$7,476.93</u>
Administrative/Fiscal Expense	
FGNA Contract	\$31,575.86
Health Insurance Benefit	\$2,311.00
Office/Overhead	
Computer Supplies & Software	\$77.30
Website expense	\$39.00
Contract Services	\$2,288.50
Licenses & Fees	\$20.00
Office Supplies	\$123.29
Payroll Expenses	
Payroll Service Expense	\$106.30
Administrative Wages	\$6,748.50
Distribution Wages	\$267.75
Employer Payroll Taxes	\$859.98
Total Payroll Expenses	<u>\$7,982.53</u>
Postage & Delivery	\$1,163.32
Printing & Photocopy	\$52.85
Stipends	\$2,000.00
Storage for Inventory	\$1,003.00
Telephone & Internet	\$163.80
Travel & Lodging	\$535.56
Total Office/Overhead	<u>\$15,449.15</u>
Total Expenses	<u>\$56,812.94</u>
Operating Profit	<u>(\$28,871.07)</u>
Other Income	

Other Expenses  
 Net Profit/(Loss)

(\$28,871.07)

## Appendix #11: Projected Budgets, IFF Non-Profit International Feldenkrais Federation (IFF)

May 22nd, 2004

All figures in Euros (€). 2004 presented in detail.

	2003	2004	2005	2006
<b>A. Income</b>				
Member fees	96,037	98,000	99,000	100,000
Assembly Fees	2,114	2,500	2,500	2,500
Other Income	3,004	500	500	500
<b>Total Income</b>	<b>101,154</b>	<b>101,000</b>	<b>102,000</b>	<b>103,000</b>
<b>B. Expenditure</b>				
1. Administration				
Contracts with FGNA (various admin)	3,187	500	500	500
Equipment	460	3,000	3,000	3,000
<b>Sub-total</b>	<b>3,646</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>
2. Academy				
Academy Committee travel, phone, etc)	748	2,000	2,500	3,000
Academy Research Journal	1,866	2,800	2,800	2,800
Academy Co-ordinator position	1,261	10,000	10,000	10,000
Competency project (consulting, travel & accom, phone & post)	15,900	24,000	24,000	15,000
Academy: Other projects (travel, phone, (Workshops, LAF development Supervision, Research)	1,145	4,500	4,500	4,500
<b>Sub-total</b>	<b>20,920</b>	<b>43,300</b>	<b>43,800</b>	<b>35,300</b>
3. Information Bureau				
Website costs & consulting	4,969	4,500	4,500	5,000
Translation	1,500	2,000	2,000	2,000
Graduate information development (packets)	76	500	500	500
<b>Sub-total</b>	<b>6,545</b>	<b>7,000</b>	<b>7,000</b>	<b>7,500</b>
4. Archive				
Storage		3,000	3,000	3,000
Working group: travel & accom, phone, post		2,000	2,000	2,000
Duplication of materials (Donation from BFS)		2,400	2,400	2,400
		-2400		
<b>Sub-total</b>	<b>1,914</b>	<b>5,000</b>	<b>7,400</b>	<b>7,400</b>
5. Assembly				

Assembly logistics (meeting rooms, copying, mailings, all other costs)	5,027	5,000	5,000	5,000
Academy day at Assembly		0	2,000	2,500
Pre & Post Assembly Board meetings (accom, food, meeting rooms, etc)	7,263	7,500	7,500	7,500
Subsidised travel to Assembly	1,118	1,500	2,000	2,000
			0	0
<b>Sub-total</b>	<b>13,408</b>	<b>14,000</b>	<b>16,500</b>	<b>17,000</b>
6. Board of Directors				0
In-between Board meeting(s) (travel, accom, meeting rooms, etc)	10,044	11,000	11,000	11,000
Telephone meetings	3,675	2,500	2,500	2,500
Training and Consultation		3,000	3,000	3,000
Board members Admin costs(phone, post, etc – not Officers)	3,822	2,000	2,000	2,000
<b>Sub-total</b>	<b>17,541</b>	<b>18,500</b>	<b>18,500</b>	<b>18,500</b>
7. Maintenance and Other Functions				
Office of President (phone, etc)	3,772	3,000	3,000	3,000
Assistant to President & Board: Position	0	6,000	12,000	12,500
Office of Treasurer (phone, etc)	300	500	500	500
Assistant to Treasurer/Financial Manager:	1,672	5,000	5,000	5,000
Secretary (admin, phone, etc)	2,240	1,000	1,000	1,000
Board Insurance		1,000	1,000	1,000
Legalities (Statutes & IRs, etc)	5,960	1,500	500	500
Working Groups (phone conf, etc)		3,000	3,000	3,000
Service Marks	608	1,000	1,000	1,000
Other	211	200	200	200
<b>Sub-total</b>	<b>14,763</b>	<b>22,200</b>	<b>27,200</b>	<b>27,700</b>
<b>Total Expenditure</b>	<b>78,737</b>	<b>113,500</b>	<b>123,900</b>	<b>116,900</b>
<b>Balance</b>	<b>22,417</b>	<b>-12,500</b>	<b>-21,900</b>	<b>-13,900</b>
<b>Percentage increase compared to 2003</b>		<b>12%</b>	<b>21%</b>	<b>13%</b>

## Appendix # 12: IFF Non-Profit Balance Sheet

			Euros	Euros
Coding	Description			
<b>Balance Statement</b>				
<b>Assets</b>				
	<b>Short Term Assets</b>			
1110	Bank BNP France		<b>48,487.93</b>	
1111	Bank BNP France		<b>12,841.00</b>	

1112	Bank BNP France		378.67	
1120	Bank Coop Switzerland		107.44	
1135	Royal Bank of Canada		2,718.68	
1140	Bank of Melbourne, Australie		4,366.42	68,900.14
	<b>Other Assets</b>			
1220	Accts. Rec. Europe		1,772.13	
1300	Accts. Rec. Profit-Part		59,983.69	
1400	Equipment		359.54	
1900	Defferals		16,621.06	
1999	Transfer of Assets		767.24	79,503.66
	<b>Total of Assets</b>		<b>148,403.80</b>	
	<b>Liabilities</b>			
2010	Accts payable North America			1,751.16
2100	Accts payable IFF Profit-Part			541.11
2900	Deferrals			28,318.03
2999	Stock			95,376.43
	<b>Total of Liabilities</b>			<b>125,986.74</b>
	<b>Profit 2003</b>			<b>22,417.06</b>
			<b>148,403.80</b>	<b>148,403.80</b>
Coding	Description		<b>Euros</b>	<b>Euros</b>
<b>Expense and Income Statement</b>				
<b>Expenses</b>				
	<b>Board of Directors</b>			
3070	IFF Subtreasurer North America		220.04	
3100	IFF other Directors Expenses		3,602.28	
3320	BOD Metting in between (incl. Pd)		10,044.59	
3170	Telephone Conferences		3,675.92	17,542.83
	<b>Total of Board/Committee Expenses</b>		<b>0.00</b>	
3200	Portfolio IFF Journal		0.00	
	<b>Information Bureau</b>			
3221	Information bureau		6,127.55	
3250	Website		341.21	
3230	Portfolio Research		1,866.30	
3235	Biography Project		0.00	
3290	Graduation Packets		76.62	8,411.68
	<b>Archiving</b>			
3400	Archivng Project (New Material MF)		1,913.85	1,913.85

	<b>Academy</b>			
3240	Academy		<b>17,045.67</b>	
	Competency Project			15,900.00
	Quality Project			1,145.67
3245	Academy Secretary		<b>1,261.63</b>	
3260	Continuous Learning		<b>106.19</b>	
3270	Mediation		<b>0.00</b>	<b>18,413.49</b>
	<b>Assembly/Board Meetings</b>			
3300	Annual Assembly		<b>5,027.39</b>	
3305	Subsidizing Travel for AGM		<b>1,118.64</b>	
3310	BOD Meeting at AGM (incl. Per diem		<b>7,263.74</b>	<b>13,409.77</b>
	<b>Administration</b>			
3700	Contract Services by FGNA		<b>1,571.33</b>	
3860	Equipment		<b>459.39</b>	
3810	Phone/FAX		<b>47.04</b>	
3820	Copying/Printing		<b>8.00</b>	
3830	Postage/Shipping		<b>0.00</b>	
3830	Postage/Shipping		<b>3.05</b>	
3870	Storage of Tapes		<b>1,558.17</b>	<b>3,646.98</b>
	<b>Maintenance and other Functions</b>			
3000	IFF President Expense		<b>4,405.57</b>	
3020	IFF Secretary Expense		<b>2,121.09</b>	
3025	IFF Secretary extra per diem		<b>118.21</b>	
3030	IFF Treasurer Expense		<b>1,972.72</b>	
3750	Attorney fee		<b>1,677.50</b>	
3800	Other Contract Services		<b>4,283.87</b>	
3280	Service Marks		<b>608.395</b>	
3900	Bank expense/interest		<b>211.24</b>	<b>15,398.59</b>
	<b>Total of Expens</b>		<b>78,737.19</b>	
Coding	Description			
<b>Income</b>			<b>Euros</b>	<b>Euros</b>
4000	Fees from Member Organisations			<b>96,036.68</b>
4100	Assembly Fees			<b>2,113.75</b>
<b>Total of Member Income</b>			<b>98,150.42</b>	
4700	Bank Interest BNP France			<b>8.78</b>
4710	Bank Interest Coop Switzerland			
4720	Bank Interest Royal Bank of Canada			<b>12.54</b>
4730	Bank Interest Bank of Melbourne			<b>15.97</b>
4800	Donations			<b>2,415.54</b>
4850	Extraordinary Income			<b>551.00</b>
<b>Total of other Income</b>			<b>3,003.83</b>	
<b>Total of Income</b>				<b>101,154.25</b>
	<b>Profit 2003</b>		<b>22,417.06</b>	
			<b>101,154.25</b>	<b>101,154.25</b>



## Appendix#13: Synopsis

### Synopsis feedback to update#34 concerning Assembly theme: “Functional Integration for Feldenkrais Organisations”

	FGNA (Richard)	NATAB/FGNA (Andrea)	Australia (Luz Stanton)	Italy (Sandra)	Germany (Sabina)	Switzerland (meeting 040109)	Sweden (Tel.Lena)
<b>Wishes/ Ideas</b>	Enlarge membership providing a larger pool for volunteers	Communicate about and deal with workload	IFF Newsletter directly to each practitioner is missed.			The voluntary work can be seen as a kind of further education	Communicate and inspire members to be part of the board, committee
		Transfer FK experience on personal and organisational level	Short and well written reports			Wish to develop a culture of work within the FK frame	Short written reports with photos
<b>Concerns/ Questions</b>			Difficult to communicate with members because it is difficult to find Newsletter editors	Time and motivation of rep		Time management Information management Knowledge management	Difficult to communicate with members: they do not read what is sent to them
			How strongly can online communication be used for informing membership?	Recognition of rep within the Guild		How to deal with difficult decisions (spec.towards colleagues)	Connection if the guild with the IFF and the EuroTAB Being part of an international

							community
			Policy on trademark infringement?	Connection between the guilds and towards the IFF		Communication of difficulties not easy because tasks were taken voluntarily	Recruiting members to divide the workload
			Should the guilds go for compulsory membership, since membership in a professional organisation is more asked by insurances etc.				
<b>Proposals</b>	Tools for transition in leadership: <ul style="list-style-type: none"> <li>• Accurate job descriptions</li> <li>• Specific aims</li> <li>• Clear limitations</li> </ul>	Member boards shall appoint more reps willing to run for IFF board	Form regional divisions reflecting more “organic” growth of the organisation and allow more personal communication	Time for reflection: <ul style="list-style-type: none"> <li>• Study groups</li> <li>• Working groups</li> </ul>	Model for volunteers taking projects. Well defined and fixed term assignments	Develop strategies to design the voluntary work related to above concerns and questions	Concentrate on a few things and do them really well: communicate about this, easy read
	Paid staff vs. voluntary work	Policy governance	Reflect between regional and national functions	Expert supervision from outside	From departments (portfolios) to projects	Coaching through expert from outside	
	Fundraising			Modelling from successful solutions			

	Nominating committee practices shared by IFF			Precise role description for reps			
	Joint ventures between guilds for conferences, marketing, promotion, insurance, etc.			IFF experts <ul style="list-style-type: none"> <li>• for communication</li> <li>• rep-formers</li> </ul>			

February 2004

## **Appendix #14: Outcomes from Modes of Attention Process used during Assembly**

**2004 June 20**

**IFF UPDATE # 2004 #15**

**Title: What to Take Home**

**International Feldenkrais Federation**

**TO: IFF Member Representatives, Presidents and Chairs**

CONTENTS:

Dear friends,

Those who were at the Assembly asked that an informal document be returned to them as a kind of indication of the last group activity that we shared together. Some participants thought that this might remind them a little bit about the Assembly, and also give them some hints how they will report back to their member organizations.

More information on concrete outcomes of the Assembly will, of course, be sent officially.

On the last afternoon of the Assembly, we returned to our initial groups and returned to our special roles and our discussions. After a few minutes, we began reflecting on what was different from when we were first in the roles. Some of those present asked that these observations be sent back, after getting home.

**What we are taking home:**

### **Group 1:**

1. Translation Projects
2. On-line Research Journal (Multi-lingual!)
3. New Fee Proposal – Strengthens International Community
4. Communications – Taking Time / Red Flag / Modes of Attention
5. Improved Networking + Info Sharing
6. Better Understanding of IFF Projects
  1. Archive
  2. Academy
  3. Competency
  4. New Materials
7. Networking Outside of Meetings
8. Fresh Blood to the BOD
9. Inspiration + Tell others they are needed – Open Invitation

### **Group 3:**

Enthusiasm + accomplishment + optimism  
Respect with welcome  
Coming home  
Structures for connection + maintenance of connection  
Dealing with anxiety + instability – high quality  
Professionalism

### **Group 2:**

- A.Y. Lessons translation projects starts in working group
- fee relief for small guilds (proposal) and travel pool reduction
- positive spirit in being part of an international community
- ideas on resource sharing between guilds
- competency project
- Berlin 2005 with Assembly and Academy Day
- concern and questions about the impact on the educational field
- one application how the Feldenkrais way can be implemented in such a process (modes of attention)
- new website for research, new materials, discussion area

### **Group 4, Feedback from Assembly:**

- “The lesson doesn’t stop when the party ends”
- Learning to give better parties (Recruitment)
- Redistribution of Effort (Finances)
- Shifting between general and specific
- Reframing of complaints leading to action
- Recognizing & removing inhibitions
- learning with the help of constraints
- curious about the future

Communication Networks.  
 Willingness to work together.  
 Effective working model.  
 Proud of contribution to academy + competency  
 Appreciation of maturity of group + individuals  
 Quality of working groups working together +  
 reporting back  
 change in Fee Structure  
 → Sense of cooperation readily

- integration into practical everyday skills
- offering & experiencing support
- Learning how to give better Parties

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**Group 5**

<p><b>Leave behind</b></p> <ul style="list-style-type: none"> <li>- Caterpillars</li> <li>- Weariness.</li> </ul>	<p><b>I notice a Change in</b></p> <ul style="list-style-type: none"> <li>- level of listening</li> <li>- more a part of the same work</li> <li>- stillness</li> </ul>	<p><b>Feelings of space</b></p> <ul style="list-style-type: none"> <li>- efficiency</li> <li>- maybe more capable</li> <li>- feeling of being stretched</li> <li>- come home in good shape</li> <li>- appreciative, thankful</li> <li>- well balanced</li> </ul>	<p><b>And I'll Take home</b></p> <ul style="list-style-type: none"> <li>- a Light-hearted, enjoyable attitude</li> <li>- memories</li> </ul>
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